



Syllabus for:

Professional All-Breed Groomer

Groomer Assistant

2014

*TRAIN TO GROOM Program at the Bishop
Grooming Academy
Love Fur Dogs, LLC
69 Green Bay Road
Glencoe, Illinois 60022
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COURSE DESCRIPTIONS

The *Train To Groom* program at the Bishop Grooming Academy is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education and is accredited through the International Pet Groomers Association, Inc.

A comprehensive vocational career training course is offered at three levels:

1. **Professional All-Breed Pet Grooming**, 600 hours, 16 weeks
2. **Groomer Assistant**, 300 hours, 8 weeks
3. **Master Classes**, by the day or week, for those already experienced in Pet Grooming but wishing to perfect their skills towards certification, competition, or just better scissoring, handstripping, thinning shear technique, and breed standard grooming.

Bishop Grooming Academy – Course Syllabus

Our courses emphasize the development of hands-on grooming skills, while incorporating state of the art textbooks and video library materials from top national experts. Certified Master Groomer Instructors work individually with each student doing hands-on work with live animal clients. Instructional methodology also includes teaching grooming tool care and techniques, PowerPoint and video multimedia, expert guest speakers, and classroom theory presentations and discussions. Our school is housed in the Love Fur Dogs Grooming business in Glencoe, Illinois where we have an elite quality clientele and excellent variety of purebred and mixed breed dogs and cats.

Our graduates, depending on their area of expertise, will be able to work in salon, big-box stores, vet clinic, and kennel grooming situations immediately, while continuing to perfect their skills. Good groomers are life-long learners, and we encourage all our graduates to go on to eventually become certified as a Master Groomer through one of the national professional certification programs such as the International Professional Groomers Association (IPG), the National Dog Groomers Association of America (NDGAA), or the International Society of Canine Cosmetologists (ISCC).

Students will be required to attend one field experience during their training. There are many free dog shows frequently held in the Chicago area where students can see breed standards at their best. This is a valuable training activity and students will be notified of the schedules for the all-breed shows held in northern Illinois and southern Wisconsin throughout the year.

There will also be guest speakers and seminars from time to time on areas of professional improvement that we will all be required to attend.

All students, regardless of course, will receive their Bather certificate and Certified Salon Professional certificate during the course of their training. Additionally, students will be trained in Canine CPR.

Students of the Professional All-Breed Groomer Course will receive a one year membership to the International Professional Groomers, Inc. with their Certified Grooming Professional testing fee and are strongly encouraged to ultimately become Certified Master Groomers (We recommend that you not attempt this high level of testing until you have at least 1-2 years of working experience as a groomer). Students are also encouraged to engage in the social media national community of groomers, but to always without fail maintain a positive and highly professional public persona. Anything less reflects very badly on our business and the grooming profession in general.



ORGANIZATION

Most students opt for a Monday-Friday 8:30-4:30 schedule. Weekend courses are available, as well as individualized day schedules. Each day classroom theory time is set aside to study and discuss texts, videos, and other presentations. Students are encouraged to ask lots of questions and interactive discussion is common. Then we practice the techniques that are explained, and assigned hands on grooming of live animals are completed by students in class each day. Skill tests and oral and written quizzes are given periodically throughout the course and there is a comprehensive final exam.

Students with individualized learning needs are welcome, and assessments can be adapted to accommodate the students where required. Any student with, for example, an IEP from a school program should bring that with them to assist in designing the best instruction plan for that student.

The Bishop Grooming Academy welcomes the differently abled as long as they are able to safely, patiently, and calmly handle and work with live animals and able to safely and responsibly manipulate sharp grooming tools as they learn the complex tasks and progressive skills that grooming requires. See the school's Academic Catalog for more information on the skills required in this area.

The Bishop Grooming Academy and Love Fur Dogs is fully committed to providing the most supportive, nurturing, and welcoming learning and working environment possible for our employees, staff, students, and animal clients.

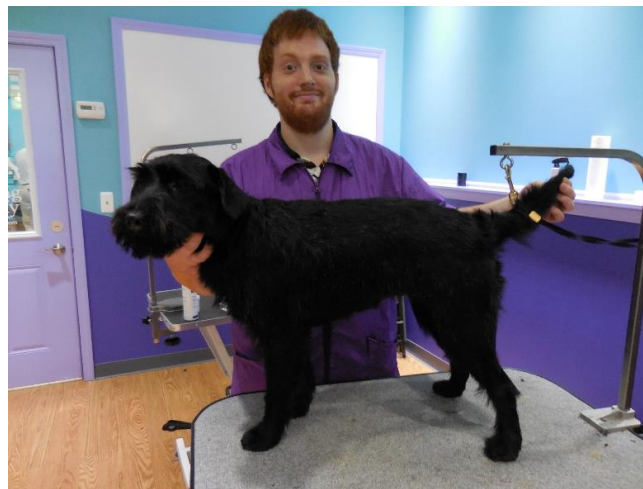
COURSE OBJECTIVES

As applicable to the course in which he or she is enrolled, the Student will:

1. Become expert in dog and cat grooming procedures including bathing, brushing, combing, ear care, nails, drying, conditioning, de-matting, de-shedding, and breed appropriate haircuts and styles.

Bishop Grooming Academy – Course Syllabus

2. Become well versed in safety and health issues, anatomy, hygiene and topical dermatology procedures, and the artistry of pet grooming.
3. Learn the care, maintenance, and safe use handling of all grooming tools and equipment.
4. Overview the history, biological evolution, breed development, and behavior of the dog, including extensive study of the various breeds, how they developed and are organized, AKC breed standards and procedures, the ten coat types, the seven AKC breed groups, etc.
5. Optionally, learn unique procedures associated with cat grooming, bird wing-clipping, rabbits, etc., that can sometimes be offered in grooming establishments.
6. Be familiar with the national professional acceptable standards of work in the professional pet grooming industry including industry organizations and events, competitions, certifications, and life-long learning opportunities.
7. Be trained in various handling skills and behavior issues appropriate to specific needs of individual dogs, including the special needs of puppies, geriatric dogs, and dogs with health issues.
8. Learn time management skills and quality of grooming production requirements.
9. Be oriented in the range of grooming methods, artistic differences, variations such as creative grooming, and occupational options that characterizes the field.
10. Be acquainted with and well-practiced in the various breed specific haircuts, as well as how to design a mixed breed cut and style, and how to do “corrective” grooming for better overall look.
11. Attend a major national grooming conference with training workshops from top national speakers, a trade show with product representatives from the breadth of the pet industry, observe grooming and creative competitions, and hear guest speakers with significant expertise in the grooming and pet industry.
12. Apprentice hands on each day with Certified Master Groomers with decades of experience in the field.





COURSE TOPICS Both courses will cover the following topics:

1. Introduction to Maintenance and Artistic Dog Grooming
2. The History of the Dog
3. The Breeds and Groups, The AKC
4. Canine Behavior and Handling
5. The Ten Coat Types
6. Safety Practices
7. Groomer and Pet Health Issues
8. The Art and Science of Bathing
9. Product Use & Selection for Individual Dog Needs
10. Conditioning and Drying Techniques
11. Brushing, Combing, Deshedding, Dematting
12. Ears and Nail Care

The Professional All-Breed Groomer Course will also include:

13. Corrective Grooming
14. Mixed Breed Grooming & Pattern Style trims
15. Hand Scissoring and Stripping
16. Finish Work for the Wow Factor
17. Technical and Equipment Skills
18. Customer Relationship and Business Management

TEXT AND REQUIRED SUPPLIES

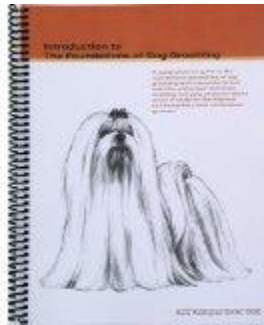
The following texts are required by the start of the first day of class. Used texts in good condition of the same edition are acceptable.

The following equipment and supplies are required by the end of the second week of classes. Students should identify their equipment with an identifying mark. An engraving tool will be made available for students to identify steel tools.

An email will be sent to all students by the first day of class with links to recommended websites and products.

1. Required textbooks:

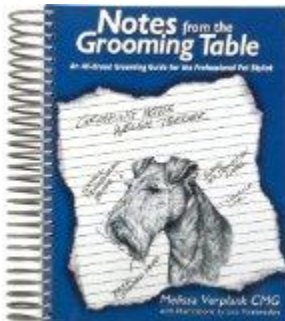
Both courses:



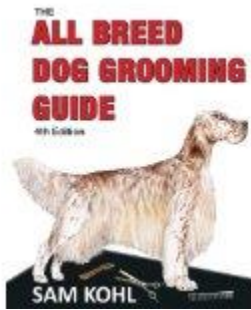
Introduction To The Foundations of Dog Grooming,
Karla Addington-Smith, CMG.

Professional All-Breed Groomer Course only:

ONE of these (though purchasing BOTH is recommended)



Notes From The Grooming Table
Melissa Verplank



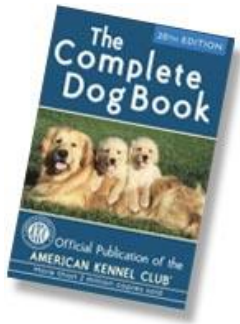
The All Breed Dog Grooming Guide

Sam Kohl

2. Recommended Texts:

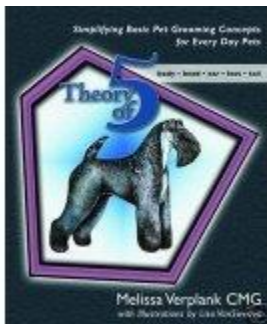
Both Courses:

The most recent edition of the American Kennel Club's *The Complete Dog Book* (22nd due out soon)



Professional All-Breed Groomer Course only:

Melissa Verplank's *Theory of Five* covering mixed breeds and non-breed standard grooms



3. Grooming Equipment and Supplies: see separate equipment list provided by instructor.

Includes clippers, blades, scissors, brushes, combs, nail clippers, de-shedders, de-matters, and miscellaneous other grooming products. These represent an initial purchase of usually under \$1000 and much of the equipment lasts a lifetime if well-cared for.

GRADING PLAN

Coursework will be weighted as follows:

1. Practical Skills	50%						
2. Quizzes			10%				
3. Final exam			20%				
4. Attendance & Performance					20%		
	50%	+	30%	+	20%	=	100%



DIPLOMAS and CERTIFICATES

Diploma Graduation Requirements

In order to receive a Diploma from the Bishop Grooming Academy, students must complete all course requirements with a 70% or above average. Students must have all financial obligations paid in full.

Bishop Grooming Academy – Course Syllabus

Class decorum, participation, willingness, and demonstration of a professional attitude throughout the course, while not carrying a percentage grade, will also be an important evaluative tool for the instructors to assess the student's potential success in the field.

Certificate of Completion

For Students unable to complete 70% on the tests, but who have acquired the required physical skills to safely, calmly, patiently and skillfully handle and groom a dog; and who have completed the 16 weeks of schooling for the Professional All Breed Groomer Course, or the 8 weeks for the Groomer Assistant Course; a Certificate of Completion will be issued acknowledging the work, time and skills they have put in. Many employers will evaluate these graduates for hire based on their actual grooming ability in the workplace and nothing else.

If the student needs more time in the program to bring the performance skills up to a passing level. An additional tuition fee for delayed graduation will apply. Please see the school Catalog for more information on Delayed Graduation.

Professional Certifications Included in the Curriculum

While enrolled, students will undergo testing for two professional certificates. All students will be able to test for and receive their Bathing Certificate and take an online certification test for their Certified Salon Professional Certificate (CSP), both awarded by International Professional Groomers, Inc. (IPG). Additionally, students who graduate from the Professional All-Breed Groomer Course will test for their Certified Professional Groomer Certificate (CPG) at their first opportunity following graduation.

Testing dates will be announced at least one week prior and testing fees will be due at that time. Students will not receive the study guide until fees are paid.

The Bathing Certificate is awarded by the student's instructor after proper demonstration of skills and passing a written test. There is no extra charge for this testing.

The Certified Salon Professional Certificate is awarded after passing an online written test. The cost for this certificate is \$150 and includes the testing fee and workbook/study guide. The fee for this testing is included in the student's fees and is not optional.

The Certified Professional Groomer Certificate is a professional certificate from IPG that is awarded only after graduating from the Professional All-Breed Groomer Course. Students will test for this certificate at their first opportunity following graduation. The cost for this certificate is \$200 and includes the testing fee, a workbook/study guide, and a one year membership in IPG. The fee for this testing will be included in the student's fees and is not optional.

All students will receive training in Canine CPR.

ATTENDANCE

Attendance includes participation in all required off-site events. Attendance will be assessed as follows:

No absences	20%
One unexcused absence	18%
Two unexcused absences	16%
Three unexcused absences	14%
Four unexcused absences, etc.	12%

Absences for which a medical or court excuse is provided (professional letterhead required) will be recorded but not figured in the attendance grade. Likewise, one absence for which advance notice is given by phone or in person will not be figured in the attendance grade. Any significant tardy or early departure from class will be figured as a half absence.

Keep in mind that this is an occupational training course, and attendance is important here just as it will be in the employment for which this course is, in part, designed to prepare you. Your recorded grades will be available for your review and discussion at any convenient time. Students are encouraged to take advantage of their Instructors' wealth of experience in the industry and ask questions often. The best groomers are lifelong learners. We hope you will pursue your love of animals into a lifetime of rewarding work caring for and grooming the pets we all cherish so much, and that you will stay involved in professional development opportunities all your working life to hone your skills.

Field Experience and Guest Speakers:

Students will be required to attend one field experience during their training. There are many free dog shows frequently held in the Chicago area where students can see breed standards at their best. This is a valuable training activity and students will be notified of the schedules for the all-breed shows held in northern Illinois and southern Wisconsin throughout the year.

There will also be guest speakers and seminars from time to time on areas of professional improvement that we will all be required to attend.